



CITY OF
PORTLAND, OREGON

BUREAU OF LICENSES
An Equal Opportunity Employer

1900 SW 4th Ave. #3500
Portland, OR 97201
(503) 823-5157
Fax: (503) 823-5192
TDD: (503) 823-6868

TRANSIENT LODGINGS TAX GOVERNMENT EXEMPTION CERTIFICATE

City of Portland Code Section 6.04.050 states no tax shall be imposed upon:

*Any **Federal** Government employee travelling on official government business, who presents an official Government Exemption Certificate or official travel authorization.*

Name of Hotel/Motel: _____

Address of Hotel/Motel: _____

Occupancy From: (check-in date) _____ To: (last date of occupancy) _____

Sum (in \$) of Rents Paid: _____

This is to certify that I, the undersigned, am an employee of the United States Government Agency indicated below; that the charges for the occupancy at the above establishment on the dates indicated above have been, or will be, paid for by such Governmental Agency; and that such charges are incurred in the performance of my official duties as an employee of such Governmental Agency.

(Federal Governmental Agency)

(Signature of Federal Employee)

(Date) 20__

IMPORTANT:

Operators of Hotels/Motels must not accept this certificate unless the person presenting it shows satisfactory credentials. Therefore, a photocopy of a federal ID card or a business card with logos of the Federal Government Agency must be attached or stapled to this exemption request.

A separate exemption certificate is required for each occupancy and for each federal employee. If you have any questions regarding allowable exemptions, please call the Bureau of Licenses Audit Section at (503) 823-5286.

RETAIN THIS RECORD FOR A PERIOD OF NOT LESS THAN 3 YEARS AND 6 MONTHS